



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-622

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County State's Attorney

AGENCY		DIVISION
ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency. <u>SUPERSEDES SCHEDULES: 410, 410-A, 457</u>	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

2/18/88 Sessile G. Turek
DATE SIGNATURE

2/18/88 Donald P. Robey Jr.
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

SCHEDULE APPROVED BY
STATE ARCHIVIST

2/23/88 Joe A. Schermer
DATE SIGNATURE

3/28/88 Edward J. [Signature]
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods received memoranda, billing invoices, expense/ travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports (Internal or external, financial or program).	Retain one (1) copy perm- anently for eventual transfer to the Archives.
7.	<u>FIXED ASSETS FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset print- out for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<u>PUBLICATIONS HISTORY FILES</u> This file contains one (1) copy of each publication produced by the agency.	Retain permanently for eventual transfer to the Archives.
9.	<u>CASE FILES (CIRCUIT COURT)</u> Case files include but are not limited to: -Criminal Cases -Felony Complaint Files -Rape and Sex Offense (R.A.S.O.) Investigation Files Files contain all or some of the following papers: Request by the State's Attorney to the Clerk of the Court to issue summonses and warrants. Warrants and summonses copies U.S. Marshall's Return of Services Memoranda and Work Papers Correspondence Dispositions and Reports Charge Sheets Pleas and Motions Indictments Medical Reports Investigation Reports Petitions and Court Orders Jury Lists	Retain for ten (10) years, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
10.	<u>CASE FILES - NON SUPPORT</u> Case files of the State's Attorney include all or some of the following papers: Non-Support Complaints Summonses Agreements Court Orders	Retain for five (5) years, then destroy.
11.	<u>DEATH PENALTY CASES</u> These case files document those criminal cases in which the defendant received the death penalty. Also included under this item are the co-defendants case files.	Retain until pardoned or death occurs, then destroy
12.	<u>STATE'S ATTORNEY CASE FILES (District Court)</u> The State's Attorney's case files are composed of the following papers after the case is officially closed: Charge Sheets Correspondence Dispositions and reports Investigation reports Memoranda Requests of the Clerk of Court to issue Warrants and summons copies <u>NOTE:</u> With the exception of Correspondence and Memoranda, all other papers included in the District Court File by the State's Attorney Office are considered non-record and may be disposed of after closure of the case. Correspondence and memoranda in these case files will be kept in accordance with State's Attorney's schedule item #1, above, if not duplicated elsewhere in the State's Attorney's general office files.	Non-Record Destroy as soon as case is closed and files is no longer needed by the office.
13.	<u>ORIGINAL CHARGING DOCUMENTS (O.C.D.'s.) and DISTRICT COURT APPEALS (D.C.A.'s) FILES</u> These are files which originate in the District Court and are appealed or prayed jury trials which are eventually moved to the Circuit Court. These files may contain but are not limited to: charging papers, police reports, if any, correspondence, memoranda and notes.	Retain in office for one (1) year after closure, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
14.	<u>CASE FILES (Juvenile)</u> Files contain juvenile petitions, waiver forms, police reports, notes, correspondence etc.	Retain in office until the juvenile reaches the age of 18, then destroy.